



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 14, no. 09

GP 3.16/3-2:14/09

April 30, 1993

New Depository Shipper Cuts Costs Libraries to Sign for Shipments Received

The Roadway Package System (RPS) will begin delivering depository library shipments from the Library Programs Service (LPS) on or about May 1, 1993. RPS is being added as a small package carrier in order to take advantage of their competitive rates, and enable LPS to forward your shipment at the lowest cost. United Parcel Service (UPS) will continue to be used for those zip codes not serviced by RPS. Roadway will be shipping using Government bills of lading. This means that each shipment will have to be signed for at the library. This method not only simplifies billing for LPS, but provides improved accountability in the event a shipment must be traced.

Addresses Affect Depository Deliveries

In order to enjoy our commercial shippers' most economical rates, deliveries must be made to a street address. The commercial shippers add a surcharge to each shipment when the delivery address is a post office box. Libraries which have a post office box as their only address in the Depository Distribution Information System (DDIS) are being contacted by LPS personnel to obtain a street address. DDIS, which is limited to 4 30-character lines of address data, is being updated to display both the street address and post office box. Depository shipments will arrive at either of these destinations depending upon the shipper used. Small package carriers (UPS, RPS, etc.) will deliver using the street address, while U.S. Postal Service packages will be delivered to the post office box.

Libraries are also encouraged to review their depository shipping addresses, and notify LPS of any necessary changes. It is in your best interest to include a specific location in the library; i.e. DOC Department, in order to ensure receipt of all depository materials.

Librarians with address changes should contact:

Ms. Helen Wright
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401

(202) 512-1153
Fax: (202) 512-1432



Answers to Questions on the Claims Policy and the Claims Core List

The Library Programs Service (LPS) announced a new claims fulfillment policy and published the related claims core list in Administrative Notes, v. 14, #5 (2/28/93). Depository librarians have made several inquiries concerning the implications of the new policy. LPS' responses to these inquiries appear below.

Core List Expanded

A number of librarians proposed adding specific titles to the claims core list. This list is still evolving and will be enhanced periodically based on the input from the depository library community. LPS will continue to add publications to the claims core list as appropriate items are identified. The first expanded claims core list appeared in Administrative Notes, v. 14, #8 (4/15/93).

Claims for Maps

The limitation on libraries' ability to claim paper titles, including maps, applies only to those publications distributed by LPS. Maps distributed by the U.S. Geological Survey and the Defense Mapping Agency are not covered by LPS' new claims policy and should still be claimed directly from the distributing agency.

Missing Shipments or Boxes

If an entire box does not arrive, the library should notify LPS as soon as possible, so the carrier can trace the shipment. LPS will want to determine if there is any systemic problem in the distribution process. This need to check for systemic problems also arises when a library misses all of the selected items from one or more shipping lists.

Libraries missing all of the selected items from an entire shipping list may still claim those titles from LPS. Libraries should note on the returned shipping list that all of the selected titles were missing. For items distributed in paper, LPS will be able to supply claims copies of the claims core list titles only. In order to conserve our limited printing funds, LPS no longer orders claims stock for titles which are not on the claims core list. However, notifying us that all the selected titles are missing will alert us to the possibility of a larger problem.

If any library misses all of the selected microfiche items from a shipping list distributed by LPS, a claim for the shipping list should be directed to GPO. Again, libraries should note on the returned shipping list that all of the selected titles were missing. LPS will add these claims to the microfiche claims on hand and process them as quickly as resources permit. Claims for individual microfiche should be directed to the regional depository.

Microfiche missing from shipments sent by one of LPS' contractors or the Department of Energy's Office of Scientific and Technical Information (DOE/OSTI), whether entire boxes, complete shipping lists, or single titles, should be claimed directly from the contractor or

DOE/OSTI.

Return Duplicate Shipments or Titles?

There has been no change concerning the return of duplicate single items or shipments. LPS is not staffed to process returned duplicates, and we do not encourage libraries to return this material. Exchanges among depository libraries through local, state, regional, and national needs and offers lists are a more expeditious method of getting this material to the libraries which require it.

Paper Claims Backlog Eliminated

In 1992 LPS announced a management decision to concentrate on the elimination of the microfiche backlog. The depository community was advised that by concentrating its resources on this task, undesirable effects could occur in other operational areas, particularly in the area of claims processing. Once the microfiche conversion and distribution backlog was cleared, we turned our attention to the claims backlog. LPS has now eliminated the backlog of paper claims, and the processing of paper claims is now current.

The paper claims backlog, which included claims for items shipped as early as May, 1992, was cleared by an intensive effort of the Depository Distribution Division staff. During this process numerous "non-selects" were identified; in other words, the item claimed was not on the library's current selection profile in the Depository Distribution Information System (DDIS). It is possible that the library may have selected the item at the time it was originally distributed. However, as DDIS has no previous selection historical records, it is impossible for LPS to verify this once the annual item selection update has taken place. All "non-selects" were returned to the claiming libraries. Numerous other claims, for which claims stock was no longer available, were stamped "claims copies exhausted" and returned to the claiming libraries.



Supreme Court Decisions Again Available on Federal Bulletin Board

The Supreme Court is again sending GPO its current decisions for inclusion on the Federal Bulletin Board. GPO staff will upload the files to the FILE LIBRARY system as they are received. The decisions, beginning April 19, 1993, will be in the LIB known as SC_92. The Orders of the Court, beginning April 13, 1993, will be in SC_92ORD.

GPO will notify depository libraries regarding availability of decisions prior to the 1992-93 session as soon as that information is provided by the Court.



Preservation Packet Rescheduled for May Delivery

[The following message was sent to Administrative Notes by the ALA RBMS/GODORT/MAGERT Joint Committee on Government Documents as Rare Books.]

This item updates and revises a notice that appeared in a previous issue of Administrative Notes (v. 14, no. 6, 3/15/93, pp. 2-4) that pertained to the printing and distribution of the preservation packet, Rare and Valuable Government Documents: A Resource Packet on Identification, Preservation, and Security Issues for Government Documents Collections. The packet is produced by the ALA RBMS/GODORT/MAGERT Joint Committee on Government Documents as Rare Books

The preservation packet has been sent to the printer and the completion date is April 16, 1993. The 1,400+ copies of the preservation packet will be mailed from Boston College to the Government Printing Office the following week. The first Administrative Notes article indicated that all depository libraries should expect their packet by April 30, 1993. This date has been moved back. We now anticipate that every depository library should receive a copy of the preservation packet by May 31, 1993.

Also, the preservation packet was submitted to ERIC and was accepted for inclusion in the ERIC database. However, it takes approximately six months for an accepted report to be indexed, abstracted, and accessioned. So the six-digit ED accession number will not be available until the fall. A notice will appear in Administrative Notes as soon as the ED accession number is assigned.

If you have any questions about the preservation packet, please contact: Jim Walsh, O'Neill Library, Boston College, Chestnut Hill, MA 02167; 617-552-3354 (voice); 617-552-8828 (fax); walshop@bcvms (bitnet); walshop@bcvms.bc.edu (internet).



Outstanding Catalogers: Moorhouse, Morey, Seremeth

The last three LPS staff in the group of 8 outstanding catalogers are Vi Moorhouse, Lee Morey, and Eileen Seremeth. Vi Moorhouse earned a B.A. in English and comparative literature at the University of California, Berkeley. She earned an M.L.S. while on a one-year fellowship at Berkeley. She also did graduate work in Far Eastern Regional studies, emphasis China, at the University of the Pacific, and continues academic studies in the computer and cartographic fields in Washington, D.C.

Vi reports that she has worked in almost every type of library (public, school, university, special, etc.), including many years cataloging documents at the New York Public Library, Reference Collection. Vi is now a map cataloging specialist at GPO. She catalogs all types of Federal Government maps, including serial maps and maps on microfiche and CD-ROM. She pioneered many currently used cataloging practices for maps, and she welcomes the continuing advances in technology and cataloging that allow more timely access to these important materials.

Diane L. (Lee) Morey received her B.A. in English from the University of Maryland, Baltimore County, in 1984. She earned her M.L.S. at the University of Maryland, College Park, in 1990. She worked as a library assistant at these two campuses until 1990, when she came to GPO as a serials cataloger. She handles serials in paper, microfiche, and automated formats. In addition to her position as the only full-time serials cataloger in LPS, she also ably represents GPO as the CONSER operations liaison.

Eileen Seremeth earned a B.S. in library science and an M.A. in education at Gallaudet University in Washington, D.C. She then received an M.L.S. from the University of Maryland, College Park. She worked at the U.S. Naval Oceanographic Office Library for 14 years, and came to GPO in 1978.

Eileen catalogs Federal monographs in paper, microfiche, and electronic formats, and specializes in Dept. of Defense documents. She has also cataloged Congressional monographs, and in 1988 was the first librarian in LPS to catalog CD-ROM documents. During her career in LPS, she has developed a specialty in Library of Congress Subject Headings. She uses her expertise in this area to train new catalogers and verify headings used in the Monthly Catalog. She is part of the team whose members serve as liaisons to the Library of Congress Subject Cataloging Division on a rotating basis. In this capacity, she developed a form used in establishing new LC subject headings. Eileen also serves as back-up for the Cooperative Subject Cataloging Project with LC.

Among other special projects and duties, she has been responsible for compiling the Cataloging Branch productivity statistics, tracking corrections to GPO cataloging records in OCLC, and checking in new documents to be cataloged. LPS benefits from her extensive knowledge of AACR2 and the LC rule interpretations as she trains both new catalogers and old hands in continuing education sessions.

LPS is fortunate and proud to have this skilled and dedicated staff serving to make Federal documents available to the public.

ELECTRONICORNER

The Importance of Maintaining Electronic File Backups

By John M. Walters
Library Programs Service

Personal computers (PC's) are now in use everywhere you go: in the workplace, the home and at school. They perform important and sometimes vital functions and contain valuable data. Have you ever wondered what would happen if suddenly, all the programs and data those computers contained disappeared? Well, most of this data resides in the computer's mass storage device known as a Hard Disk and any data or program files kept there can be lost!

No matter how many times computer operators are warned about the dangers of data loss from their computers, they often fail to take the necessary precautions to safeguard it. And that is too bad because there are many software programs available that make it safe, quick and easy to do.

There are three main causes for computer data loss and each one is explained in the following paragraphs along with some suggestions for preventing loss. In the past, MS-DOS the computer's operating system, contained few aids to help you safeguard computer data. The latest version issued by Microsoft, version 6.0, contains several programs that address this oversight. In response, other utility software publishers have improved their products even more. So you see, there is absolutely no reason to loose valuable data from your PC.

Data Loss from File Erasure or Damage

Probably the most common cause of data loss in computers is file erasure or damage. This occurs for many different reasons. Computer programs retain their code and any data you create in RAM memory only as long as electric power is maintained. Once the computer is cut off, all the contents of RAM is lost. The only way to permanently retain data is to record it as magnetic regions on the surface of the hard disk or floppies. Most computer application programs use a proprietary format for the files they create on disk. The file structure is created to contain the types of data that the application needs to be able to offer its program's features to the user. If the structure of the file or its contents is not recorded correctly through a hardware fault or programming error, the application will not be able to correctly interpret it, and data will be lost.

If data is recorded correctly, but later is overwritten with data from another file, the data will be lost. This commonly happens if the user tries to save a file with the same name at the same place on the disk (same PATH name). Some programs will warn the user before replacing the file but DOS will not. Once a file has been overwritten by another, the data cannot be recovered. Computer viruses also damage files by writing zeros or random characters over existing files.

Another reason for file damage is the slow deterioration of the magnetic coating on the surface of the disk (this applies to floppies as well). If the physical medium which contains the magnetic regions of the file is lost, so is the data. In the case of floppy disks, data can be lost when the disk is exposed to strong magnetic fields which are produced by such common objects as speakers and telephones, electric fans and anything which contains a magnet or an electric motor.

Several actions can be taken to make sure that these problems do not result in data loss. The best and surest way to do it is to make backup copies. When you install an application program in your computer, you should first create copies of the program disks and use them for the installation. Many applications suggest this in their installation instructions. If anything happens to the files while the installation is being performed, you will still have the originals. And after installation, you will have three copies of the application files which makes loss of the program very unlikely.

File backup programs exist which are specifically for creating copies of the contents of your hard disk. They offer various features that customize and automate the entire process once set. Backup copies can be created to floppy disks, another hard disk, removable hard disk cartridge or streaming tape unit. DOS version 6.0 also contains a similar backup program. Regular backups of your data files from the hard drive will make sure that any data loss will be minimal.

Another way to head off trouble is to perform regular hard disk maintenance and to check floppies before recording important data files. Several utilities programs offer this kind of surface checking. In addition, you can use the DOS "Chkdsk" command to periodically check for lost clusters and cross-linked files. These problems can also cause data loss. And you can format floppies before you use them for important files to refresh the structure and detect surface defects. Remember that you should not format your hard drive since that will cause the loss of all data and program files on it.

If you have accidentally erased a data file on disk, it can sometimes be recovered using one of the utilities programs available or the undelete programs in DOS 5.0 and 6.0. This should be done quickly since space left by a file on disk becomes available and might be overwritten by the next file saved. The regular use of an anti-viral program on your computer can find and eliminate computer viruses before they have a chance to destroy data or program files.

Data Loss from Hardware Failure

The typical PC hard disk is a continuously used component of the computer. Most hard disks now in use are several years old and approaching the end of their useful life. Should a component of the hard disk fail without warning, the computer user is left with no resource but to purchase a replacement drive. That gets the computer system back up and running, but what about the programs and data that were on the old hard disk? Without backup copies of these files, the user would be faced with the very costly prospect of using a data recovery service and there would be no guarantee that they could recover all the drive's contents.

Regular backups of data as outlined in the previous section, will go a long way to protecting the data files from loss. Another method which can provide protection and allow continued operation is the use of "disk mirroring" which is a hardware and software arrangement of two or more hard disk drives which record each saved file in more than one place. If one of the hard disks fail, operations continue automatically with the copies found in the other hard disk. This is an expensive but useful solution to use in critical operations.

Data Loss from Hardware Loss

There exists the possibility that a computer system could be subject to theft, particularly when located in low security areas. The threat of fire, earthquake, flood or other disaster is also a danger to computer equipment. Besides taking the appropriate measures to control or minimize these dangers in general, important computer data can be further safeguarded by maintaining backup copies of files in a remote or otherwise secure place. There are various fireproof safes specifically designed to protect magnetic media for file backups or removable hard disks, but even the simple step of storing these backup copies in a remote location from the PC will help to prevent one incident or theft from causing data loss.

So there you have it. Computer file data loss can be prevented in the vast majority of cases and there are more ways than ever to help you do it. But it is still up to the individual computer user to take the necessary steps to make sure that they are not caught at a loss.



Depository Publicity

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This letterhead effectively identifies the institution and simultaneously advertises the Federal depository library. Thanks to Karen Pope for sending in this sample, which has an even greater impact in its original red, white, and blue.



Contractor-Issued Microfiche Shipping Lists

April 12, 1993

1993-02

Shipping List #	Shipping List Date	Contractor	Contract #
92-2747-M	02/08/93	B&H	789
92-2748-M	02/02/93	ANACOMP	788
92-2749-M	02/09/93	B&H	789
93-0100-M	02/22/93	MICROFORM	613
93-0101-M	03/01/93	MICROFORM	613
93-0102-M	02/15/93	ANACOMP	788
93-0104-M	03/31/93	B&H	789
93-0106-M	03/12/93	MICROFORM	613
93-0107-M	02/24/93	ANACOMP	788
93-0154-M	03/05/93	ANACOMP	788
93-0155-M	03/05/93	ANACOMP	788
93-0156-M	02/18/93	ANACOMP	788
93-0157-M	02/18/93	ANACOMP	788
93-0158-M	02/18/93	ANACOMP	788
93-0159-M	02/26/93	ANACOMP	788
93-0160-M	03/01/93	ANACOMP	788
93-0161-M	03/01/93	ANACOMP	788
93-0162-M	03/19/93	MICROFORM	613
93-0254-M	03/03/93	ANACOMP	788
93-0255-M	03/03/93	ANACOMP	788
93-0256-M	03/03/93	ANACOMP	788
93-0257-M	03/04/93	ANACOMP	788
93-0258-M	03/04/93	ANACOMP	788
93-0259-M	03/05/93	B&H	789
93-0260-M	03/05/93	B&H	789
93-0261-M	03/05/93	B&H	789
93-0262-M	03/05/93	B&H	789
93-0263-M	03/05/93	B&H	789
93-0362-M	03/04/93	ANACOMP	788

Contractor-Issued Microfiche Shipping Lists

April 12, 1993

1993-02

Shipping List #	Shipping List Date	Contractor	Contract #
93-0363-M	03/12/93	ANACOMP	788
93-0364-M	03/26/93	MICROFORM	613
93-0365-M	04/02/93	MICROFORM	613
93-0366-M	04/08/93	MICROFORM	613
93-0367-M	03/31/93	B&H	789
93-0515-M	03/31/93	B&H	789
93-0516-M	03/24/93	ANACOMP	788
93-0517-M	03/31/93	ANACOMP	788

Classification/Cataloging Update

April 19, 1993

1993-04

Item #	Class #	Shipping List #	Title	Change
0042-C	A 1.107:569	92-0711-M	Costs of Producing Milk, 1975-84	Duplicate. Correct class: A 93.53:975-84, Item 0042-T-04
0126-D-03	C 60.10:91-43	92-1150-M	Effective Erasure of Magnetic Tapes: 2. Criteria and Models toward an Effective Standard	Change class to: C 60.12:91-43
0154-F-01	C 3.282/3: CD 90-3 A-4	92-0033-E	1990 Census of Population and Housing Summary Tape File 3A, Arkansas	Change class to: C 3.282/2: CD-90-3 A-4
0290-K-09	MS 1.2:H 28	93-0041-P	Hatch Act Facts...About PACs, 1992	Change class to: MS 2.2:H 28
0332-A	D 101.16: SC 5180-91-CL-RO 3-HR	92-2181-M	Handreceipt Catalog Covering Content of...Tool Kit, Etc.	Change class to: D 101.16:5180-91-CL-RO 3-HR
0335-A	D 103.53: EL-90-12	92-1739-M	Determination of the Chemical Suitability of a Dredged Material Containment Area	Change class to: D 103.24/2: EL-90-12

Classification/Cataloging Update

April 19, 1993

1993-04

Item #	Class #	Shipping List #	Title	Change
0335-A	D 103.53: M-90/27	92-1244-M	Enhancements to a Guidance System for an Automated Warehouse	Change class to: D 103.53:P-90/27
0404	D 207.208/7: 991	91-0303-P	Change 1 to the List of Training Manuals and Nonresident Training Courses, NAVEDTRA 12061. Jan. 1991	Change class to: D 207.208/7: 990/CH.1
0404	D 207.208/7: 991/CH.3	91-0714-P	Change 3 to the list of Training Manuals and Nonresident Training Courses, NAVEDTRA 12061. June 1991	Change class to: D 207.208/7: 990/CH.3
0404	D 207.208/7: 991/CH.4	92-0047-P	Change 4 to the list of Training Manuals and Nonresident Training Courses, NAVEDTRA 12061. Sept 1991	Change class to: D 207.208/7: 990/CH.4
0422-T	D 301.44/2: 992/1	92-0469-P	The Combat Edge, June 1992	Change class to: D 301.44/2:1/1
0429-H-03	E 1.84:0221 P	92-2733-M	Clean Coal Technology Demonstration Program, Project Status...	Agency assigned duplicate number. Change class to: E 1.84:0221 P-A
0429-T-11	E 3.2:IN 2/3	92-2037-M	Average Effective Corporate Income Tax Rates for Petroleum Operations 1977-1989	Duplicate. Correct class: E 3.2:T 19/2, SL 92-1965-M, Item 0429-T-11
0431-K	EP 1.8: H 99/DOC.	92-0025-E	HyperVentilate Users Manual, A Software Guidance System Created for Vapor Extraction Applications, March 1992, (Documentation)	Change item number to: 0431-R
0431-L-12	EP 1.89/2: 600/4-91/012	93-0025-M	Monitoring and Research Strategy for Forests Environmental Monitoring and Assessment Program (EMAP), EPA/600/4-91/-012, June 1992	Change class to: EP 1.23/5: 600/4-91/012

Classification/Cataloging Update

April 19, 1993

1993-04

Item #	Class #	Shipping List #	Title	Change
0434-C	E 3.9/2: 993/2/DOC.	92-0009-E	Monthly Energy Review Data Base, Feb. 1992 (documentation)	Change class to: E 3.9/2: 992/2/DOC.
0435-E-18	E 3.11/17-13: 991-1/992-9/CD	93-0006-E	Monthly Power Plant Report, Jan. 1991-Sept. 1992	Change class to: E 3.11/17-13: 991-1/992-9/ FLOPPY
0435-E-18	E 3.11/17-14: 991-1/992-9/CD	93-0006-E	Monthly Electric Utility Sales and Revenue Report with State Distributions, Jan. 91-Sept. 92	Change class to: E 3.11/17-14: 991-1/992-9/ FLOPPY 1-2
0435-E-30	E 2.45:992	93-0169-P	Energy Information Administration Directory of Energy Data Collection Forms, Forms in use as of Oct. 1992	Change class to: E 3.45:992
0447-A-01	HE 23.3002: EL 2/21	92-0688-M	The National Eldercare Systems Project: A National Study Comparing Successful Community- based Systems for Older People	Change class to: HE 23.3002: EL 2/22
0461-D-05	ED 1.302:IN 2	93-0027-P	ERIC Digest, American Indians and AK Natives in Higher Education:Research on Participation and Graduation	Change class to: ED 1.331/2: EDO-RC-92-2
0473-A-11	EP 2.3/4:992-2	92-0670-P	Labcert Bull. Sept. 1992	Change class to: EP 2.3/4: 992/SEPT.
0483-E-01	EP 2.2:L 11	91-0600-P	Labcert Bull. Aug. 1991	Change class to: EP 2.3/4: 991/AUG.
0483-E-01	EP 4.2:L 11/2	92-0377-P	Labcert Bull. May 1992	Change class to: EP 2.3/4: 992/MAY
0497-D-03	HE 20.8008:C 65	93-0024-P	Project Match Monograph Series, Vol. 3	Change class to: HE 20.8323:3
0497-D-03	HE 20.8008:M 85	92-0717-P	Project Match Monograph Series, Vol. 2	Change class to: HE 20.8323:2

Classification/Cataloging Update

April 19, 1993

1993-04

Item #	Class #	Shipping List #	Title	Change
0497-D-03	HE 20.8008:T 34	93-0024-P	Project Match Monograph Series, Vol. 1	Change class to: HE 20.8323:1 Agency will publish as an ongoing series as long as there is sufficient funding.
0520-A-01	HE 3.6/2-2: 88-7 (5)	93-0101-P	Social Security Acquiescence Ruling, Circuit:Fifth, Notice of Recision of Acquiescence Ruling, Sept. 8, 1992	Change class to: HE 3.6/2-2: 88-7 (5) /CORR.
0569-B-02	AE 1.102:AM 3/4	93-0032-P	American Prisoners of War and Civilian Internees, Records Relating to Personal Participation in World War II	Change class to: AE 1.124:AM 3
0569-B-02	AE 1.102:W 89	93-0014-P	World War II Records in the Cartographic and Architectural Branch of the National Archives, 1992	Change class to: AE 1.124:W 89
0582	HH 1.2:H 75/991	92-2639-M	Waging War on Poverty, Hope, Homeownership and Opportunity for People Everywhere	Duplicate. Correct class: HH 1.2:H 75/35, SL 91-355-P, Item 0582
0582	HH 1.2:P 94/30	93-0039-P	GNMA Programs for Multifamily Mortgages, A Symbol of Safety, Liquidity and High Yield, Sept. 1992	Duplicate. Correct class: HH 1.2:M 84/39, SL 92-0679-P
0582-T	HH 1.99/6:90-72	90-0511-P	News Release, Secondary Market Prices and Yields and Interest Rates for Home Loans, July 1, 1990, HUD No. 90-72 July 23, 1990	Change class to: HH 1.99/3:990/7
0594-C-43	FEM 1.209: 480289/ETC./ 992/V.8	92-2474-M	Food Insurance Study...Harris County, Texas and Incorporated Areas V. 5 of 8...Fed. Emergency Agency...Sept. 30, 1992	Change class to: FEM 1.209: 480289/ETC./992/V.5

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Item #	Class #	Shipping List #	Title	Change
0603-G	I 1.98:G 76/ DRAFT.	93-0227-M	Grant-Kohrs Ranch National Historic Site Environmental Impact Statement. General Management Plan, Development Concept Plan. Draft	Change class to: I 1.98:G 76/3/DRAFT
0624-F	I 19.74:981-85	93-0115-P	Sediment Deposition in U.S. Reservoirs, Summary of Data Reported, 1981-85	Change class to: I 19.2:SE 2/10
0639-F-01	I 28.37/A 2: W 893/989	93-0160-P	Minerals in the World Economy, 1989 International Review	Change class to: I 28.37:989/V.3/ WORLD
0648-D	I 28.76/3:28	92-0689-P	National Register Bull. 28, Using the UTM Grid System to Record Historic Sites	Change class to: I 29.76/3:28
0673	IC 1.1:989	93-0096-M	Annual Report to the Interstate Commerce Commission...for the Year Ended Dec. 31, 1989	Change class to: IC 1.40: ACAA-R-1/989
0673	IC 1.1:992	92-2398-M	Annual Report to the Interstate Commerce Commission... for the Year Ended Dec. 31, 1991	Change class to: IC 1.40: ACAA-R-1/991
0717-X-01	JU 10.15:D 62/10	93-0163-P	Directory of United States Probation and Pretrial Services Offices, January 1993	Change class to: JU 10.15:993
0769-P	L 2.120:92-738	93-0070-P	News, Consumer Expenditures in 1991	Change class to: L 2.120/2-5:991
0830-C	NAS 1.2:AT 6/3	92-0392-P	Nicollier, Chang-Diaz, Malerba, Snivi, Hoffman, Shriver, Allen, Ivins	Change class to: NAS 1.43:AL 5
0831-B-02	NF 2.8:EX 7/994	93-0122-P	Expansion Acts, Application Guidelines for FY 1994	Change class to: NF 2.8/2-18:994

Classification/Cataloging Update

April 19, 1993

1993-04

Item #	Class #	Shipping List #	Title	Change
0901-B	SBA 1.2:G 93/2	92-2417-M	Evaluation of the 7 (A) Guaranteed Business Loan Program: Final Report	Duplicate. Correct class: SBA 1.2:B 96/10, SL 92-0251-P, Item 0901-B
0968-H-01	J 26.2:B 99/992/ KIT	93-0131-P	Edward Byrne Memorial State and Local Law Enforcement Assistance Program, FY 1993 Discretionary Program Application Kit	Change class to: J 26.2:B 99/993/KIT
0980-F-01	ITC 1.9/3:992	93-0117-M	Tuna: Current Issues Affecting the U.S. Industry... Investigation No. 332-313	Change class to: ITC 1.12:332-313
0998-A-01	Y 1.3:S.PRT.103-19	93-0181-P	103-1 Int. Comm. Print, Congressional Reorganization: Options for Change, S.PRT. 103-19	Change class to: Y 4.3:S.PRT.103-19
1008-C	Y 1.1/5:103-31	93-0182-P	House Report 103-31, Concurrent Resolution on the Budget, FY 1994	Change class to: Y 1.1/8:103-31
1009-B	Y 4.P 93/2: S. HRG. 102-351/PT.1	92-0354-P	POW/MIA Policy and Process, PT.1	Change class to: Y 4.P 93/8: S. HRG.102-351/PT.1
1009-B	Y 4.P 93/2: S.HRG. 102-351/PT.2	92-0364-P	POW/MIA Policy and Process, PT.2	Change class to: Y 4.P 93/8: S. HRG.102-351/PT.2
1009-B	Y 4.P 93/2: S. HRG. 102-543	unknown	Questions Regarding American POW's in the 1970's	Change class to: Y 4.P 93/8: S. HRG.102-543
1009-B	Y 4.P 93/2: S. HRG. 102-543/ERRATA	92-0370-P	Questions Regarding American POW's in the 1970's, errata	Change class to: Y 4.P 93/8: S. HRG.102-543/ERRATA
1009-B	Y 4.P 93/2: S. PRT.102-53	91-0818-P	Authority and Rules of the Select Committee on POW/MIA Affairs	Change class to: Y 4.P 93/8: S. PRT.102-53

Classification/Cataloging Update

April 19, 1993

1993-04

Item #	Class #	Shipping List #	Title	Change
1015-A	Y 4.ED 8/1-12:992/V. 4	93-0157-P	A Compilation of Fed. Education Laws V.4-Vocational Education, Job Training, and Related Statutes...	Change class to: Y 4.ED 8/1-12:993/V.4
1016-A	Y 4.G 74/7: P 37	93-0121-P	Pensions and Annuities at Risk	Change class to: Y 4.G 74/7: P 38/5
1059-A-01	Y 3.EQ 1.2: F 31/2	93-0113-P	Information for the Federal Sector, Equal Employment Opportunity Commission	Change class to: Y 3.EQ 2.2: F 31/2
1064-C	Y 3.M 33/3: R 11	93-0161-M	A Preliminary Assessment of Techniques for Catching and Radio-tagging Harbor Porpoises	Change class to: Y 3.M 33/3: 2 R 11

Update to the Superseded List

April 20, 1993

1993-04

Class no.	Item no.	Title	Status
C 59.24:	0130-U	Regional Economic Information System	Keep latest edition
E 3.9/2:	0434-C	Monthly Energy Review Database	Keep latest multi-year cumulation, December issue and current month
E 3.11/17-13:	0429-X-13	Monthly Power Plant Report	Keep latest multi-year cumulation, December issue, and current month
E 3.11/17-14:	0429-X-14	Monthly Electric Utility Sales	Keep latest multi-year cumulation, December issue, and current month
E 3.42/4:	0435-P	State Energy Price Expenditure	Keep latest multi-year cumulation and current issue
EP 1.8:H 99/	0431-R	Hyperventilate	Keep latest edition

Update to the List of Classes

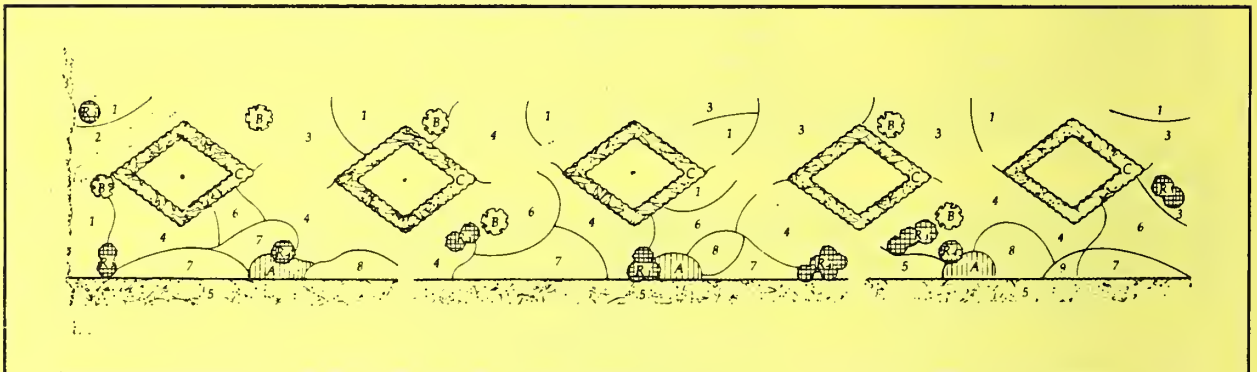
Format and Class Stem Changes for Key Publications

At the request of several librarians, the format of four of the titles listed below has been changed back to paper, from microfiche, based on the time sensitive nature of the information. LPS will continue to distribute individual issues in microfiche until the printing contractors can be notified of the change in format. In addition, the class stem for the Congressional Record will be changed in the List of Classes as shown below. This change is necessary to meet the requirements of the automated ACSIS database. Please note these changes in your records.

Update to the List of Classes		
April 19, 1993		1993-06
Class no.	Item no.	Change/Notice
AE 2.106/3-2:	0572	CFR Index and Finding Aids. Change item no. to 0572-B
CC 1.12/3:	0284	FCC Record. Format changed to P.
HE 3.88/2: (date)	0516-A-01	Your Social Security Rights and Responsibilities Retirement and Survivors Benefits. Change title to: When You Get Social Security Retirement or Survivors Benefits...What You Need to Know
HE 20.8323: (NO.)	0483-G-02	Project Match Monograph Series. (P) New.
TD 4.11:	0431-A-09	International Notices to Aimen. Format changed to P.
TD 4.12/2:	0431-C-05	Notices to Aimen. Format changed to P.
X.	0993-A	Congressional Record (bound) (MF) Change class to: X 1.1:
X.	0993-A-01	Congressional Record (bound) 1985 and forward (Regionals only) Change class to: X 1.1:
X.	0993-B	Congressional Record (bound) Index and Daily Digest (P) Change class to: X 1.1:
X.	0993-C	Congressional Record (bound), Index (MF) Change class to: X 1.1:
Y 4.EC 7:EC 7	0997	Economic Indicators. Format changed to P.

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Detail from illustration in *The White House Grounds and Gardens, 1988-1992*. Washington, DC, National Park Service, [1992]. I 29.2:W 58/3/992

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is generally published twice a month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*
U.S. Government Printing Office
Library Programs Service, SLL
Washington, D.C. 20401

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